

From: Joel Cook, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 18 June 2025

Subject: Terms of Reference and Standing Orders

Classification: **Unrestricted**

Summary:

This report asks Members to review the existing Terms of Reference and Standing Orders for KEIFCA

Recommendation:

Members are asked to **RATIFY** the amendment to the Terms of Reference and Standing Orders

Introduction

A regular review of Terms of Reference/Standing Orders is essential to ensure good governance, the failure of which would also lead to reputational risk to the organisation.

Background

At its meeting on 23 May 2017 the Authority adopted its current Standing Orders and Code of Conduct. These documents are required to be reviewed annually.

The current Terms of Reference and Standing Orders can be found on the IFCA's website at <https://www.kentandessex-ifca.gov.uk/about-us/committee/standing-orders>

The auditors had raised the following concern at their visit in November 2024:

"The financial regulations do not specify a cost threshold for when KEIFCA must utilise the KCC procurement team for tendering processes. "

The Financial Regulations at that time had said:

“Where it is intended to enter into a contract for major capital expenditure relating to e.g. new vessels and or their replacement, buildings etc. the RFO shall invite tenders from at least three appropriate firms by using KCC’s procurement service”

In consultation with the Chairman and Vice Chairman the CFO amended this wording to read:

“Where it is intended to enter into a contract for major capital expenditure in excess of £100,000 and relating to e.g. new vessels and or their replacement, buildings etc. the RFO shall invite tenders from at least three appropriate firms by using KCC’s procurement service”

Officers have reviewed the remainder of the Terms of Reference/Standing Orders internally and are not at present recommending any other changes.

Recommendation:

Members are asked to **RATIFY** the amendment made to the Terms of Reference and Standing Orders